

DD/S 72-4469

1 DEC 1972

MEMORANDUM FOR: Director of Communications

✓ Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Proposed FY 1974 Position Reductions


1. Confirming conversations of 1 December 1972 with your planning officers, we must request the following information to provide data necessary for DD/S use at a Deputies' Meeting scheduled for 14 December:

a. A prioritized list ("easiest" first) of staff position reductions to a level seven percent below the FY 1972 staff ceiling (the base year of your current budget for FY 1974). Reductions already taken in FY 1973 will, naturally, appear as the first category of the reduction and will, somewhat, soften its impact.

b. A brief statement of the effect of these reductions upon your programs. These statements should be in terms of hard data wherever possible. Comments on the effect of previous reductions in terms of change in quality of operation, loss of experience, room for promotion, organizational vitality and any other important factors will be in order.

2. Additional conversions to contract should only be considered when the positions are clearly non-rotatable. You are urged to consider elimination of any low priority or marginal activities; combining functions; reducing staffs; etc.

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Robert S. Wattles
Assistant Deputy Director
for Support

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